



Policy: 4440
Procedure: 4440.06
Chapter: Education
Rule: Teacher Planning Period

Effective: 7/30/08
Replaces: 4440.06
Dated: 10/10/1997

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) teachers' schedules include one conference or preparation period per day to be used for the coordination of educational activities, completing paperwork, the development of lesson plans, subject area meetings, and conferences with other employees involved with the teacher's students.

Rules:

1. The **EDUCATION PRINCIPAL** shall:
 - a. Schedule two conference periods equivalent in length to at least one class period (55 minutes or more) daily for each teacher;
 - b. Ensure coordination occurs between separate content-area teachers during the preparation period on a daily basis (e.g., regular instruction, special education, computer lab, work experience, etc.); and
 - c. Ensure teachers use the scheduled conference or preparation period only for the purposes stated;
 - d. Limit expectations for teacher planning to that which can be completed during required on-duty hours.

Signature Date

4/14/08

Approved by Process Owner

Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

Michael D. Branham, Director